

**UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT  
VACANCY ANNOUNCEMENT - USDC-CT 10-007**

**POSITION:** Information Technology Manager

**OPENING DATE:** April 5, 2010

**SALARY RANGE:** CL 29 (\$73K - \$120K) \*DOE

**FIRST CUTOFF:** May 3, 2010

Open Until Filled

**DUTY STATION:** New Haven, CT (with travel to the Divisional Offices and outside the District)

\*Depending on experience; promotional potential to CL 30 (\$141K). If the successful applicant is currently employed by the Judiciary at a CL 30, s/he will receive a lateral transfer.

The United States District Court for the District of Connecticut is seeking an Information Technology (IT) Manager who possesses excellent leadership and management skills and IT knowledge on the leading edge of technology. The ideal candidate maintains currency on state-of-the-art computer technology and IT solutions in both the judiciary and private industry.

The IT Manager must possess strong analytical skills and clear, concise and effective communication abilities in oral and written form. The Manager must be skilled in the application of management principles and be able to select and originate effective methods and procedures to be used for the attainment of department objectives. Knowledge of project management processes, methods, and techniques, as applied to large scale IT infrastructure projects is essential. Following through and meeting established goals and deadlines is also essential. The Manager must have excellent skills in originating the development of short and long-term strategic planning of IT resources and the ability to identify, coordinate and implement support and technological integration of the IT programs within the Court. The manager also must have knowledge of and/or experience with converged services, managed networks and virtualization.

The District of Connecticut has offices in New Haven, Bridgeport and Hartford and consists of approximately 70 employees and 19 judicial officers and their staffs. The Manager will report to the Chief Deputy Clerk, serve as a member of the senior management team and lead a team of seven technical professionals. The successful candidate must have excellent abilities to supervise IT professionals and have a proven track record in the successful handling of personnel issues, performance management and training and development.

**Representative Duties:**

- Works with judges, Court Unit Executive, Chief Deputy Clerk, District IT Committee, and managers to identify information technology needs, objectives and capabilities. Advises in all areas of the same, including anticipation of future requirements and problems.
- Develops and manages the execution of implementation plans for all court technology, including administrative applications, electronic mail and telecommunications and ensures that changes can be implemented district wide with minimal disruption.
- Identifies software applications and hardware features that meet specific needs; initiates the development of these applications. Oversees the testing and evaluation of new releases of software prior to the distribution of the applications; devises security systems for hardware, software and data. Manages training programs in system use and capabilities. Maintains library of software, including documentation of locally developed material.
- Develops and manages the IT spending plan and provides justification for technology needs; allocates resources to support the development of information networks.
- Serves as the IT Security Administrator, advises the Court Unit Executive and judges of potential misuse of internet/intranet and takes corrective action. Ensures a secure computing environment for the District of Connecticut. Ensures safety, security and integrity of databases to include user accesses, off-site storage and security procedures.

- Develops and tests a Continuity of Operations Plan (COOP) in the event of a major system failure or building and/or local disaster. Responsibilities may involve making adaptations to a national system and/or participating in the planning for (and the acquisition of) a specific system for the court unit. Formulates, recommends, implements, and enforces policies, procedures, and standards.
- Communicates with the Administrative Office of the U.S. Courts, the Second Circuit and other Courts as needed in a collaborative effort to receive and give advice.
- Researches, identifies and adapts national IT equipment; evaluates proposed equipment, configuration and makes recommendations; recommends placement and utilization of equipment; identifies need for supplemental equipment and works with vendors. May develop specific system features that satisfy the needs of the district.
- Directs daily operations of the IT department to include analyzing workflow, establishing priorities, developing standards, and setting deadlines. Identifies and implements changes needed to improve efficiency and effectiveness in the management and operations of the department.
- Performs other duties as may be assigned.

#### **Qualifications:**

*Required:* Candidates must: 1) have a bachelor's degree in such fields as computer science, business or public administration, management, or related fields; 2) possess the ability to exercise mature judgment; 3) possess excellent verbal and written communication skills; 4) have thorough knowledge of the concepts, principles and theories of management; 5) be highly self-motivated, result-oriented, extremely detail-oriented and organized; 6) possess excellent project management skills; and 7) present a professional demeanor.

*Preferred:* A Master's degree in public, business or judicial administration. Project Management Professional (PMP) certified. Five years management experience as a systems manager and/or information technology project manager. A solid background and understanding of federal court operations and functions. A broad knowledge of theories, principles, practices and techniques of computer hardware and software applications.

*Technical Qualifications:* Preference also will be given to those candidates who possess certifications, significant operational and technical experience in any of the following: RedHat Linux; Windows 2003/2008 server; Informix; SQL; Windows Applications, including WordPerfect, MS Office Suite of applications; Adobe Acrobat or other software for PDF creation; Lotus Notes; LAN/WAN implementation and configuration with knowledge of TCP/IP and DNS; Active Directory; intranet /internet technologies, including Apache, Tomcat, HTML, Perl, ColdFusion, IIS, XML, Java, Java Servlets, JSP, list service, browsers, and electronic filing of documents. Knowledge of networking topologies, protocols, and media is also preferred, including but not limited to: TCP/IP, Citrix, Metafram/XenApp, VPNs, VLANs, VoIP, copper cabling, and fiber optic cabling, as well as related hardware components such as servers, server clusters, data storage equipment, backup devices, and enterprise-level switched ethernet data network equipment.

**How to Apply:** Submit resume with cover letter, salary history and proof of any certifications **by email only** to: Human Resources Department @ Email: [HR\\_department@ctd.uscourts.gov](mailto:HR_department@ctd.uscourts.gov)

Applicants must also submit a narrative statement on the following, not to exceed one page each:

1. Explain your management style or philosophy.
2. Describe the most complex project that you were responsible for planning and executing. Describe how you developed realistic plans, established priorities, identified resources, and coordinated efforts with others.

Travel expenses for interviews will be the responsibility of the applicant. The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

**Benefits:**

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

**Conditions of Employment:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: [www.ctd.uscourts.gov](http://www.ctd.uscourts.gov)].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.